



CHANGES IN OBTAINING A TEMPORARY CERTIFICATE OF OCCUPANCY

The changes are being implemented in two stages. Stage 1 is effective May 15th and stage 2 is effective July 1, 2006. If you have questions, please see the permit counter.

Effective May 15, 2006

- 1. Temporary C of O's must be requested by submitting an application to the Building Official 48 Hours in advance. Applications can be found at the permit counter.**
- 2. All final trade and Certificate of Occupancy inspections must be conducted and approved for a Temporary Certificate of Occupancy at least two working days prior to the issuance of a Temporary Certificate of Occupancy.**

The Temporary Certificate of Occupancy Application must be provided to the Inspection Supervisor a minimum of 48 hours in advance of the issuance of the Temporary Certificate of Occupancy. The applicant must indicate why temporary occupancy is needed and the expected time period to complete the remaining items. The Inspection Supervisor and the appropriate inspector(s) will review the request and, based on the inspection report and correction list identified in the final inspections, determine if a Temporary Certificate of Occupancy may be issued. The applicant will be notified should additional items need to be completed before a Temporary Certificate of Occupancy may be issued. When those items are completed and firm dates are established for completion of all items the Temporary Certificate of Occupancy may be issued.

Effective July 1st, 2006

- 1. Separate Cash Bond is required for a Temporary Certificate of Occupancy.**

A separate cash or Performance bond is required for a Temporary Certificate of Occupancy. The amount of the cash bond is 1% of the valuation of the project. The minimum bond is \$1,000 and the maximum \$10,000. Temporary Power Bonds may not be "rolled over" to a Temporary Certificate of Occupancy bond.

- 2. All Special Inspections must be completed prior to the request.**

All Special Inspections must be completed and approved by the City of Tucson prior to issuing a Temporary Certificate of Occupancy.

- 3. Re-inspection fees will be charged.**

An inspection fee of \$75.00 will be charged for each remaining final trade and C of O inspection remaining at the time a Temp C of O is issued. For example, if four trade inspections and a Certificate of Occupancy (C of O) Fire inspection are required, the fee would be \$75.00 X 5 = \$375.00.

- 4. A Temporary Certificate of Occupancy will be issued for a period of 30 calendar days.**

If the applicant wishes to request an additional Temporary Certificate of Occupancy for the next 30 days, the applicant will be required to make the request in writing and again pay re-inspection fees for the remaining required inspections. If the Temporary Certificate of Occupancy expires, DSD will initiate enforcement action.

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